



# Rustenburg Girls' High School

## iPad Acceptable Use Policy

REVISED: November 2020

### 1. INTRODUCTION

- a. Rustenburg Girls' High School (RGHS) is committed to using technology to enhance teaching and learning across the whole school community. The authorised use of this technology within the school needs to be consistent to ensure access and safety for all. RGHS also recognises and encourages the use of this technology at home to aid the learning process.
- b. This policy applies to all users of iPad hardware and software technology at RGHS. It applies to all iPads used by our learners, staff, parents and governors. It is intended to compliment the school's wider Computer Network Acceptable Use Policy. With rapid changes in ICT, the policy will undergo periodic review and, as such, the school reserves the right to amend any sections or wording at any time.
- c. The policy details define the proper use of the device in school and out of school hours.
- d. This policy will be reviewed annually and may be revised from time to time.

### 2. IPAD OWNERSHIP

- a. iPads issued by RGHS remain the property of the school until the learner has finished Grade 12. The cost of the iPads is collected as part of the school fee. School-owned iPads will be insured by the school. Any learners who use an iPad at RGHS must sign and adhere to the terms stated in this Policy as well as the Computers Network Acceptable Use Policy. The school maintains the right to filter internet content and manage the use and connection of an iPad to the school network.
- b. If a learner leaves the school during the period of the iPad program, they are to return the iPad to the school or pay the outstanding balance on the device to take ownership of the device.
- c. The outstanding balance on the device will be calculated on a case-by-case basis, and will include consideration of the following factors:
  - i. Number of years that the learner has been part of the iPad program
  - ii. Number of insurance claims made during this time
  - iii. Number of payments toward the iPad device made as part of school fees
  - iv. The purchase value of the device used by the learner at the time of departure.
- d. Any upgrades or elected replacement of the accessories or device by users, are for the cost of the learner/their parents/guardians. Only the original equipment and accessories as purchased, issued or replaced by the school are covered by this agreement.

### 3. TAKING CARE OF IPADS

- a. Learners are responsible for the general care of the iPad. In the case of a faulty or broken iPad, the learner must report directly to the IT department as soon as possible.
- b. Damage to or loss of an iPad must be reported to the ICT Department within two weeks to enable us to trace the device and/or submit an insurance claim.
- c. General Precautions
  - i. iPads must never be left unattended or in any unsupervised area.
  - ii. iPads must be left in locked lockers at break times and during after-school and other extramural activities.

- d. Carrying iPads
  - i. A protective case will be provided with the iPad which will have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried. Cases and iPads should also be labelled to ensure they can be identified easily.
  - ii. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen. The iPad screens can be damaged if subjected to rough treatment and are particularly sensitive to damage from excessive pressure. Do not place any item inside the screen cover as this increases the breakage risk.
- e. Accessories
  - i. Each iPad will be issued with a stylus (pencil). It is the responsibility of learners to take care of this item. These should be stored safely at all times and clearly labelled. If this item is lost or damaged it is to be replaced at the cost of the learner.

#### 4. **INSURANCE CLAIMS AND LIABILITY**

- a. The school takes out comprehensive, all-risks insurance on all iPad devices purchased, however **the user is responsible for the excess payment on all claims**, and any negligent or gross negligent determination may impact the amount of excess payable.
- b. Normal excess for claims is 10% or minimum R1000 on total loss.
- c. Insurance claims will be processed by the school as swiftly as possible, providing notice of damage/loss had been made to the IT department within two weeks. **Notification after this time may result in the claim being rejected by the Insurer and liability transferring to the parent/guardian.**
- d. Total loss of the device, cover and accessories will be covered in full, subject to the nature of loss (i.e. no negligence or gross negligence being present).
- e. Accessories and wear and tear items are not covered for insurance claims.

#### 5. **USING YOUR IPAD AT SCHOOL**

- a. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, announcements, planners, calendars and schedules may be accessed using the iPad.
- b. iPads must be brought to school each day in a **fully charged** condition. Learners will need to charge their iPads each evening.
- c. If learners leave their iPad at home, they are responsible for getting any assignments completed. Spare iPads will not be available to learners who forget to bring their iPad to school or who fail to charge their iPad.
- d. Learners who fail to bring a functioning iPad to school are expected to complete all assignments even if it means doing so on paper.
- e. iPads must always be signed in to their managed Apple ID when on the school campus.

#### 6. **PASSWORDS**

- a. iPads will be password/passcode and fingerprint protected. Learners are prohibited from sharing this password with anyone else except their parents or the IT department.

#### 7. **PHOTOGRAPHS/IMAGES**

- a. Photographs/Images stored on the iPad or in the cloud will be in accordance with the school's *Computer Network Acceptable Use Policy*. RGHS reserves the right to randomly check any iPad for unsuitable content.
- b. No photographs taken in school may be published on any platform without the prior written consent of those in the photograph.

## **8. SOUND, MUSIC, GAMES OR PROGRAMS**

- a. Sound must be muted at all times unless permission is obtained from the teacher.
- b. Gaming on iPads whilst in school is strictly prohibited and will be deemed as a misuse of ICT and, as a result, will incur a consequence. (This will be monitored by staff in lessons and any iPads used during breaks outside of the designated areas around school will be confiscated).
- c. iPads may not be used outside of the classroom, during normal school hours. If it is necessary to complete school work, then this should be done under direct supervision of a staff member.

## **9. HOME INTERNET ACCESS/IPAD USE**

- a. Learners are allowed to use their iPads outside of school premises and connect to wireless networks, at their own cost, on their iPads to assist them with homework, assignments etc. It is the responsibility of their parent/guardian to monitor and oversee iPad use within the home setting.
- b. RGHS will implement a lock down policy at night, during the week and over the weekends.
- c. It is the responsibility of parents/guardians to monitor iPad usage at home, for example by placing parental controls onto their home wifi to ensure their children are safe whilst online. Directions for doing so should be available online for each model of wifi router or by contacting **your** internet service provider for details.

## **10. MANAGING YOUR FILES AND SAVING YOUR WORK**

- a. It is the learner's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- b. An iPad malfunction is not an acceptable excuse for not submitting work. Therefore, learners should back up all work using facilities such as Google Drive. All learners will be taught how to make use of this functionality.

## **11. SOFTWARE ON IPADS**

- a. RGHS will synchronize the iPads to contain the necessary programs and apps for school work. The software/apps originally installed by RGHS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use.
- b. Periodic checks of iPads will be made to ensure that learners have not removed the required apps. Depending on the circumstance of app removal, this could be regarded as a minor offence.
- c. Instructions regarding app purchases/Apple accounts will be forwarded to parents where relevant.
- d. All apps required for school work will be installed onto iPads by the school. No apps may be installed by learners.
- e. All applications as supplied or purchased though or managed by the school is non-transferrable and remain the property of the school.
- f. Ownership of any application installed by 3<sup>rd</sup> party or individual purchase from the App Store or via the Jamf Parent App will be held in the purchasing account or Apple ID.

## **12. INSPECTION**

- a. iPads will be collected on a periodic basis for routine maintenance and inspection
- b. Learners may be selected at random to provide their iPad for inspection to ensure that they comply with the iPad Policy as well as the Computer Network Acceptable Use Policy.

### **13. PROCEDURE FOR RE-LOADING SOFTWARE**

- a. If technical difficulties occur or illegal software is discovered (e.g. non-RGHS iTunes Apps), the iPad could be factory reset. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. There will be restrictions on apps used in school.
- b. It is expected that learners will be sensible about what apps are installed on their iPads.
- c. Learners should make regular backup copies of their iPads on home computers or the cloud.

### **14. SOFTWARE UPGRADES**

- a. Upgrade versions of licensed software/apps are available from time to time. Learners will be expected to download all updates prompted by Apple.
- b. These updates should automatically be sent through to iPads as long as the RGHS Profile is installed in the iPad.

### **15. ACCEPTABLE USE**

- a. In addition to the school's Computer Network Acceptable Use Policy, the school permits use of the iPad in a manner that supports the school's aims and objectives and is in line with all school policies.
- b. Any user of a mobile device should be aware of the correct and appropriate manner in which they should be used to benefit learning. If a person violates any of the user terms and conditions named in this policy, privileges will be terminated, access to the school's network may be denied, and the appropriate consequence shall be applied in line with the school's Computer Network Acceptable Use Policy and Code of Conduct.

### **16. PARENT/GUARDIAN RESPONSIBILITIES**

- a. Parents/Guardians are expected to talk to their child(ren) about the values and standards that they should follow on the use of the internet just as they do on the use of all media information sources such as television, telephones, films, radio, e-books etc.
- b. Depending on software, it may be possible for parents to enable parental controls for devices when at home.

### **17. LEARNERS' RESPONSIBILITIES ARE TO:**

- a. Use iPads in a responsible and ethical manner.
- b. Obey general school rules concerning behaviour and communication that apply to iPad, computer and internet use.
- c. Use all computer resources in a responsible manner, so as to not damage school equipment.
- d. Turn off and secure their iPad after they are finished working, to protect their work and information.
- e. Report any email or communication containing inappropriate or abusive language or if the subject matter is questionable.
- f. Learners may not disable the location settings or the "find my iPad" feature.

## 18. LEARNER ACTIVITIES STRICTLY PROHIBITED

- a. In addition to the guidance outlined in the school's wider Policy on Computer Acceptable Use and the internet learners are **not** permitted to:
  - i. Illegally install or transmit copyrighted materials.
  - ii. Change iPad settings (exceptions include personal settings such as font size, brightness, etc.).
  - iii. Delete the school profile.
  - iv. 'Jailbreak' their iPad.
  - v. Use another learner's iPad.
  - vi. Leave their device in the school building or Hostel common areas overnight.
  - vii. Photograph or video anybody without their permission.
  - viii. Video or photograph any lessons without permission from the staff member concerned.
  - ix. Post photographs or videos on any public forum without written permission from the staff member concerned.
  - x. Use their iPads out of lesson time, except in the designated areas.
  - xi. Log on to the school wifi with someone else's credentials or attempt to hide your own identity or that of your device when doing so.

## 19. LEGAL PROPRIETY

- a. Learners should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a learner is unsure, they should ask a teacher or parent.
- b. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences stated in this policy document. Violation of the law may result in criminal prosecution or disciplinary action.

## 20. iPAD IDENTIFICATION

- a. Learners' iPads will be labelled in the manner specified by the school. This includes being clearly named. iPads can be identified in the following ways:
  - i. Serial Number
  - ii. Names.

## 21. DISCIPLINARY MEASURES

- a. If a learner violates any part of the above policy, the following sanctions will apply:
- b. **A learner may be required to hand over their iPad to a member of staff if:**
  - i. the iPad, or any of its features, has been used for any form of bullying;
  - ii. there is a suspicion that the iPad has unsuitable material stored on it;
  - iii. a learner has disrupted a lesson through improper use of an iPad;
  - iv. a learner has misused their iPad to take photographs/video on the school premises without obtaining permission to do;
  - v. games are being played on the iPad in school time; and
  - vi. the iPad has been used to breach any school rule or policy or the general well-being of staff and learners.
- c. If a learner is found to have used their iPad in an inappropriate manner:
  - i. **1<sup>st</sup> Offence (Minor)** – Learner(s) will have the iPad confiscated and taken to the front office and can be collected at the end of the school day. Details of 'Check-In' and 'Check-Out' will be recorded and an email will be sent home with a warning regarding future use of the iPad.

- ii. **2<sup>nd</sup> Offence** – Learner(s) will have their iPad confiscated and taken to the school office and must be collected by the parent at the end of the school day. Details of ‘Check-In’ and ‘Check-Out’ will be recorded, a detention issued and a further letter with an increased warning regarding future use of the iPad and the consequences of the 3<sup>rd</sup> Offence.
- iii. **3<sup>rd</sup> Offence** – Learner(s) will have their iPad confiscated and taken to the Deputy Principal’s office. Confiscation of the iPad and suspension of privileges for a specified length of time will be determined by the Principal. Other disciplinary measure, including suspension may ensue.
- d. Any learner who persistently refuses to co-operate or violates any aspect of the provisions of the iPad Acceptable Use Policy and the Computer Network Acceptable Use Policy may face other disciplinary action deemed appropriate in keeping with the school’s Code of Conduct.
- e. **Violations may result in disciplinary action up to and including internal suspension for learners. When applicable, law enforcement agencies may be involved.**

**DOCUMENT CONTROL (FOR OFFICE USE ONLY):**

DATE	DESCRIPTION
October 2019	
November 2020	Amendment for Insurance Excess, neglect and gross neglect in claims.